Management Control Evaluation Checklist Freedom of Information Act Program

| REGULATION NUMBER: | AR 25-55 |
|---------------------|----------|
| DATE OF REGULATION: | 1 Dec 97 |

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| Assessable Unit: (Mailing address and phone number) | |
| Function. The function covered by this checklist is the Freedom of Information Act Program. | |
| Purpose. To ensure that prescribed policies, procedures, and responsibilities contained in 5 USC 552 are for Army records to the public. The document used to accomplish the control objective is AR 25-55. This check Information Act Program is established and implemented. Appoints an individual with Freedom of Informations designation of appropriate staff to assist him/her. | klist ensures that a Freedom of |
| Instructions. Answers must be based on the actual testing of key management controls (e.g., document an simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in smanagement controls must be formally evaluated at least once every five years. Certification that this evaluaccomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement). | supporting documentation. These key lation has been conducted must be |
| Supersession. This checklist replaces the checklist for the Freedom of Information Act Program previously | y published. |
| Comments. Help make this a better tool for evaluating management controls. Submit comments to HQDA WASH DC 20310-0107. | (SAIS-IA-R), 107 ARMY PENTAGON, |
| Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number) | Date of Evaluation |
| Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7) | |
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| | RESPONSE | | | TESTING APPROACH | | | | |
|--|-------------|--------|-------------|----------------------|-----------------------|----------|------------|--|
| TEST QUESTIONS: | Y E S | N O | N / A | Document Analysis | Direct Observation | Sampling | Simulation | |
| 1. Is a Freedom of Information Act Program established and implemented in your organization? | | | | | | | | |
| 2. Is an individual appointed to implement Freedom of Information Act responsibilities? | | | | | | | | |
| 3. Are provisions of AR 25-55 concerning protection of OPSEC sensitive information regularly brought to the attention of managers responsible for responding to FOIA requests and those responsible for control of Army records? | | | | | | | | |
| 4. Is the ten working day time limit met when replying to FOIA requests? | | | | | | | | |
| 5. When more than ten working days are required to respond, is the FOIA requester informed, explaining the circumstance requiring the delay and provided an appropriate date for completion? | | | | | | | | |
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